



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

SHERIFF'S SENIOR EXECUTIVE ASSISTANT

Class No. 000336

■ CLASSIFICATION PURPOSE

To formulate and administer policy and procedures within the Sheriff's Department; to represent the Sheriff in matters of administration, policy, and projects; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Sheriff's Department. The incumbent reports to the Sheriff, and has significant responsibility for formulating policy and for administering special projects related to private/public partnerships and community-based service.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Formulates policy and procedures that have impact on departmental programs and potential impact on outside agencies or County departments.
2. Directs and conducts special studies and projects of a temporary nature pertaining to a variety of administrative and operational problems for the Sheriff related to Board sensitive and State matters.
3. Administers special projects related to facilities expansion, capital projects, legislative proposals and new mandates, private/public partnerships, and community-based service.
4. Receives, researches, and prepares policy recommendations for the Sheriff's review and approval; directs the implementation of new policy/procedures and methods; monitors the effectiveness of policies and procedures and makes recommendations for improvement as appropriate.
5. Serves as a liaison with other governmental agencies, law enforcement organizations, and community groups to address and resolve current issues.
6. Assigns, reviews, and evaluates the work of subordinate staff.
7. Serves as an advisor to Sheriff, executives, and other managers in solving management and operation problems; advises the Sheriff and/or Undersheriff of findings and makes recommendations for effective resolution.
8. Coordinates various activities and programs with other with other County departments, community, State, and Federal agencies on program implementation and policy changes.
9. Conducts sensitive studies and projects pertaining to a variety of management and operational problems and recommends solutions.
10. Develops and implements departmental programs; and makes presentations on Sheriff programs, operations, and services provided.
11. Acts for the Sheriff/Undersheriff in management programs and projects.
12. Prepares executive level correspondence and reports; and may prepare speeches, press releases, and promotional/educational material for the Sheriff.
13. Attends and represents the department at various community, Board, and governmental meetings.

14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Sheriff's programs and operations.
- Principles and practices of general administration and management.
- Federal, State, and local regulatory codes pertaining to law enforcement and California county Sheriff programs.
- Research methodology for the analysis of data.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Formulate and implement Sheriff policy and procedures that may impact other departments or agencies.
- Analyze operational problems and recommend solutions.
- Act on behalf of the executive management staff in various programs, projects, and activities.
- Prepare executive level correspondence and reports.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: five (5) years of experience in formulating and implementing policies and programs in a large governmental organization.

Note: The possession of a bachelor's degree in public administration, business administration, or a related field is highly desirable.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: March 28, 1997

Reviewed: Spring 2004

Sheriff's Senior Executive Assistant (Class No. 000336)

Union Code: UM

Variable Entry: Y